

VISTA UNIFIED SCHOOL DISTRICT
FIRE AND SAFETY SYSTEMS TECHNICIAN

Purpose Statement

The purpose of a Fire and Safety Systems Technician is to maintain a variety of fire detection and alarm systems, master clock systems, intercom/public address systems, and audio/visual equipment; provide information on the proper operation of systems and services; ensure the completion of projects in a timely manner.

This job reports to the Maintenance Supervisor.

Essential Functions

- Troubleshoots, repairs, replaces, tests, and maintains a variety of electronic equipment and systems (e.g. fire detection and alarm systems, master clock systems, intercom/public address systems, audio/visual equipment, conduit, cabling, wiring, etc.) for the purpose of ensuring the availability and proper operation of services and systems.
- Assists with installation of electronic equipment and systems (e.g. fire detection and alarm systems, master clock systems, intercom/public address systems, audio/visual equipment, intrusion alarms, security cameras, etc.) for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Installs low-voltage equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Programs and maintains the master clock/bell controllers for the purpose of ensuring the availability and proper operation of services and systems.
- Inspects facilities and equipment for the purpose of identifying District needs and ensuring equipment and systems are in proper working order.
- Confers with District personnel for the purpose of determining equipment needs and resolving problems.
- Plans work using a variety of materials and methods (e.g. oral and written instructions, work orders, technical manuals, shop drawings, wiring diagrams, blueprints, schematics, specifications, catalogs, etc.) for the purpose of determining timelines and equipment needs and resolving problems.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with health and safety regulations.
- Plans testing schedules and participates in periodic system tests for fire detection systems including kitchen hoods and sprinkler fire riser systems for the purpose of assuring compliance with local, state, and federal fire codes.
- Researches fire detection and alarm, master clock, intercom/public address, and related systems and equipment for the purpose of providing information for recommendations and decision making.
- Prepares written materials (e.g. repair status, activity logs, work orders, scheduling, purchase orders, etc.) for the purpose of documenting activities and/or conveying information.
- Maintains manual and electronic documents, files, and records (e.g. preventive maintenance recommendations and schedules, purchases, inspections, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information including set-ups required to perform job functions.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating tools and equipment used in the installation, testing, repair, and maintenance of fire, safety, and other electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, and tools used in installation, troubleshooting, maintenance, and repair of fire detection and alarm, master clock, intercom/public address, and audio/visual systems/subsystems; troubleshoot/maintain mechanical and electrical systems/subsystems including control/balancing these systems; proper use of test equipment including multi-meters, digital analyzers, frequency meters, and decibel meters; applicable building, electrical, fire, and life safety codes; and interpreting blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; establishing and maintaining effective working relationships with others; and working independently and with interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience within a specialized field is required.
- Education:** Targeted, job related education with study in job-related area.
- Equivalency:** Graduation from high school or equivalent supplemented by completion of a recognized apprenticeship program, degree, or certificate program in the electrician trade or four (4) years of experience in the maintenance and repair of fire detection and alarm systems.
- Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Continuing Educ. / Training

Obtain Fire/Life/Safety Technician and Voice/Data/Video Technician certification from the California Department of Industrial Relations within one (1) year of employment and maintain certification throughout the life of employment.

Clearances

Fingerprint and Background Clearance
 Drug Test
 Tuberculosis Clearance

FLSA Status
 Non-Exempt

Approval Date
 Established: 04/12/16

Salary Grade
 Classified, Range 59